

*file: Personnel*  
**SECRET**

5 February 1974

MEMORANDUM FOR: Director, Imagery Analysis Service

SUBJECT : Survey of Intelligence Directorate  
Administrative and Support Functions

1. In December, the DDI approved the report of our Survey of Intelligence Directorate Administrative and Support Functions, which was prepared by the team of [redacted] in October. This report concluded that the Directorate can and should move further toward centralization of the budget and finance function. Consequently, you should know that we are now preparing a plan for gradual implementation of this move--to the extent practicable--by the end of FY 1975. I want to assure you, however, that this would in noway diminish your control over your Office activities and the resources allotted to you. Details of our implementation plan as it pertains to your Office will be given to you as soon as they have been carefully developed by my Staff and approved by the DDI.

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2. Our report also made detailed recommendations concerning the individual staffs surveyed last year. The DDI has directed us now to work with you on implementing as many of these changes as possible. Tab A (attached) presents the recommendations for the IAS Administrative Staff.

3. Insofar as possible, all such changes in individual positions or organizational structure should be made when you submit your new Staffing Complement in March. I would therefore appreciate your comments on the attached recommendations by 20 February. In the meantime please feel free to discuss these with Joe or myself.

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[redacted]  
Chief, DD/I Management Staff

Attachment: a/s

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TAB

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TRANSMITTAL SLIP		DATE	Feb 1974
TO: Director, IAS			
ROOM NO.	3N109		
REMARKS:  <i>Our reply is attached</i>  <i>★</i>			
FROM: Chief, DD/I Management Staff			
ROOM NO.	BUILDING	EXTENSION	
2F20	Hq		

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